



Jharkhand State Livelihood Promotion Society

(State Rural Livelihood Mission, Department of Rural Development, Govt. of Jharkhand)
DMMU, Lohardaga, 2nd floor, H/o-Bina Devi, Near Block Office, Kutchery More, Lohardaga,
Pin Code: 835302, Phone No.- 06526-222077



Letter No: JSLPS/Lohardaga/2018-19/312

Date: 01.12.2018

Tender Call Notice on Limited Tendering Method

Sealed tenders are invited from Registered Travel Agencies/Private Vehicle Owner for providing "Bolero (AC)" vehicle on monthly hire basis for local and out-station tours of JSLPS for a period of one year. The detailed term & conditions and prescribed formats for submission of tender are available in the office of JSLPS Lohardaga. Interested agencies/party may submit their tender in a sealed cover super-scribing as "Tender for Hiring of Vehicle 2018-19" to the undersigned on or before 15.30 hours of 18th Dec'2018.

Sd/

District Program Manager

Copy to: Notice board of JSLPS/ Website of JSLPS

Submission Address:

District Program Manager,
Jharkhand Livelihood Promotion Society
H/O- Beena Devi,
Near Block Office, Kutchery More,
Lohardaga, Pin code: 835302
Land Mark: Building of LGSS Office

Background: Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Rural Development Department, Government of Jharkhand is an autonomous Society registered under the Societies Registration Act, 1860. JSLPS's mandate is to promote livelihoods amongst disadvantaged communities across the State to reduce the poverty. JSLPS has been designated by the Government of Jharkhand to design and implement the Aajeevika Project of Ministry of Rural Development, Government of India in the State. In this backdrop, the Society requires the services of a Travel Agency/Private vehicle owner for providing travel related services i.e. providing of hiring vehicles on monthly basis.

Objective: - Selection of good vehicle owner for providing travel related quality services.

A. Scope of Work:-

1. Provide vehicle, One Bolero A.C on monthly basis for local and out station tours on hiring basis.

B. Key requirements:-

1. A reputed travel agency/Private vehicle owner with a valid GST/Without GST Registration.
2. Having experience of minimum one year in the similar field.
3. Agency/Owner should have minimum 2-3 Nos. of similar types of vehicles in its own possession.
4. The driver of the vehicles should have valid driving license not less than 2 years, should not be rude and careless behavior, knowledge of safety and security, free from any alcoholic-narcotics addiction and should not have any past accident history or any pending legal issue against the driver
5. The Travel Agency/Owner should have its own operation office at Lohardaga and anywhere in Jharkhand State.
6. Copies of the order received from different govt. agencies during last three years if any.
7. The travel agency/Private vehicle owner shall ensure that the vehicles provided will be free from all types of Govt. levies e.g. Regd. Fee, Permit, Road Tax, Insurance, Pollution Control Certificate and if any applicable statutory obligation.
8. The Agency can submit their organizational profile as per the format placed at

Annexure-I.

C. Other Conditions:

1. JSLPS will pay only the monthly charges of the vehicles used by the office on monthly basis.
2. In case of long tour JSLPS will pay Rs. 250.00 as night halt charges during out station tour, which is exclusive, meant for the drivers boarding and lodging. Outstation means out of Lohardaga District
3. The fuel cost will be reimbursed as per the prevailing market price based on mileage covered during travel period.
4. The travel agencies will bear all the costs towards Petrol, Oil and Lubricants, driver's payment, vehicle & Driver's insurance & its day-to-day maintenance cost etc. .
5. In case of monthly hire vehicle, the agencies/Owner will pay the toll/entry taxes or parking charges etc. and that will be reimbursed by JSLPS on production of original bills.
6. The travel agencies should submit their rate as per the format attached at Annexure-II for monthly vehicle service.
7. The vehicle can be used on all working days and holidays in case of urgency.

8. The normal working hours of vehicles will be from 9 AM to 7.00 PM and may be more in certain exceptional cases.
9. JSLPS will hire extra vehicle based on the requirement
10. In case of break down, the agency will provide a substitute vehicle of same model or equivalent make.
11. The agency shall be fully responsible, in case of any damage of vehicle and/or third party occurred during the travel period.
12. In case of local and outstation travel, KM coverage will start from the travel agency office (e.g. from Lohardaga as mentioned in the tender) and will be closed at the door step of the officers/guests, who will use the vehicle.
13. Each bidder shall submit only one quotation & alternative or conditional offer shall not be accepted and the tender will be rejected summarily.
14. Bidder shall quote the flat rate(with A.C. and without AC running both having uniform rate), Normally A.C. will not use in Winter Season (e.g.November to February)
15. Vehicle having old registration from date of issue tender should not be less than 03 years.
16. Tenders received after the stipulated date and time or through email/fax shall not be accepted.
17. The tender shall remain valid for a period not less than 45 days from the last date specified in the tender.
18. The order will be placed with the lowest responsive bidder to supply the vehicle on hiring basis.
19. If the travel agencies did not execute the order or violate the terms and conditions, the firm will be blacklisted from this organization.
20. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
21. Any legal disputes arising out of this are subject to the jurisdiction of the court located at Lohardaga only.
22. The tenders shall be opened in JSLPS Office at 16.00 hours of the last date of submission as mentioned in the advertisement in presence of the bidder(s).
23. Notwithstanding, anything contained as above JSLPS reserves the right to accept or reject any or all bid (s) and cancel the bidding process at any time without assigning any reasons for such act to the bidders

Annexure-II

PRICE FORMAT FOR HIRING OF MONTHLY VEHICLE				
Sl. No.	Types of Vehicles	Vehicle charges per Month(In Rs.)	KM per one liter Fuel.	Taxes (mention in %)
1	Bolero (AC)			
	Note: uniform Rate should quote			

We agree to provide the hiring vehicles on monthly basis (maximum 3 years old) as per the terms and conditions mentioned in the tender documents and rates mentioned above for a period of one year from the date of signing of the contract/receipt of the order from JSLPS and also agree that the price will remain unchanged during the period. The monthly charge is inclusive of driver's salary, vehicle maintenance charges etc.

**Signature of the Travel Agency/Proprietor
Business Address**

Name:.....

Ph. /Mob. No.

Email Id:.....

GST No......

Date:/...../2018

(Seal of the Travel Agency)

Annexure-I**Organizational Profile of the Travel Agency**

Sl. No.	Particulars	Compliance
1	Name of the Travel Agency/Private vehicle Owner	
2	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
3	Name of the Proprietor/Partners etc.	
4	Year of Registration	
5	GST Registration No.	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom vehicle supplied earlier on monthly basis	
8	Year and Period of Supply (Monthly)	
9	No. of Vehicle Supply (Monthly only)	
10	Approx. Bill per Year	
11	No. of Vehicles under Travel Agency possession	
12	Type of Vehicles & Registration No.	
13	Name of the Govt. or any other Institutions to whom vehicle supplied earlier (Tour vehicles)	
14	Year and Period of Supply (Tour)	
15	GST Deposited Till 30.11.2018	
16	Turnover during last three years as per Audit , if any	
	NB: Please enclose all the relevant documents like Previous order copies, Service Tax Registration No. etc.	

This is to certify that the above information and figures are based on facts and records and if any deviations noticed at any point of time, the tender shall be cancelled, firm will be blacklisted from this organization and order will be cancelled.

**Signature of the Travel Agency/Proprietor
Business Address****Name:****Ph. /Mob. No.****Email Id:.....****GST No.....****Date:/...../2018****(Seal of the Travel Agency)**

(On the letter head of Travel Agency)

Draft letter for submission of tender

Ref No.

Dated:...../...../'2018.

To

The District Program Manager
Jharkhand State Livelihood Promotion Society
H/O-Beena Devi, 2nd Floor, Near Block Office, Kuchery More,
Lohardaga, Pin No- 835302

Sub:- Submission of Tender for supply of monthly vehicles.

Ref: Your tender No.

Dated: 01/12/2018

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing vehicles on monthly, vehicles for local & out station travel on hiring basis as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

- a) Travel Agency Profile as per the prescribed format in **Annexure-I**.
- b) Rate for monthly vehicles as per the prescribed format in **Annexure-II**.

Yours Sincerely,

Signature

(Mr. (Name of the Proprietor)

M/s (name of the Travel Agency)

(Seal of the travel agency)